

Glenda Ritz, Superintendent of Public Instruction

MFMORANDUM

To: Indiana State Board of Education

From: George Frampton, Director, Office of School Accreditation

Date: August 26, 2016

Subject: Heritage Christian Recognition Status Renewal

Heritage Christian School, a Pre-Kindergarten through 12th grade college preparatory school, has requested that their status as a Recognized School [511 IAC 6.1-9-1] be renewed for an additional five year period. Heritage Christian is located in the northeast area of Marion County and is governed by a Board of Directors. Daily operations are overseen by a superintendent and building level principals. These administrators are properly licensed. The school is accredited by AdvancED and the Association of Christian Schools International.

Heritage Christian serves a student population of approximately 1,200 students. All teachers are licensed to teach in Indiana.

The school has submitted a report to the Indiana Department of Education addressing the required components for Recognized status. The school meets all recognition requirements found in 511 IAC 6.1-9.

Selected Examples from their data:

- In 2015, Heritage Christian tested 388 students, grades 3-8, and 76.1% of students passed both Language Arts and Math portions of ISTEP+, compared to 53.5% statewide. The school consistently has a higher pass rate in all portions of ISTEP.
- Heritage Christian's most recent attendance rate was 96.3%
- The school's graduation rate was 96.3%
- Class of 2015 had average SAT scores 1707/2400, ACT 26/36.

Recommendation:

The Office of School Accreditation recommends renewal of the Recognition status for Heritage Christian School for the full five-year period.

Checklist of Reporting Requirements for Nonpublic School Recognition Heritage Christian School is compliant with the following requirements under 511 IAC 6.1.9

School Mission Requirements	Comp	oliant Documentation
Written Mission Statement for the School	Yes	ACSI Self Study 1.0 p. 1
Communication to staff, parents, and students	Yes	ACSI Self Study 1.0 p. 2-6
Operative in the school's practices, policies, and programs	Yes	ACSI Self Study 1.0 p. 2-6
Reviewed regularly and, when appropriate, revised	Yes	ACSI Self Study 1.0 p. 2-6
Governance Requirements	Comp	oliant Documentation
A written statement of the governing bodies roles, duties, and responsibilities which are reviewed regularly	Yes	ACSI Self Study 2.0 p. 1-8
Adopt and review regularly policies to guide school Activities and provide these policies in a handbook to each person who shares in the primary responsibility for policy development	Yes	ACSI Self Study - Board Policy Manual
Approve and review regularly the school's budget	Yes	ACSI Self Study 2.0 p. 1-17
Budget should be in a format consistent with commonly accepted accounting standards	Yes	ACSI Self Study – Financial Policy Manual
Adopt and follow clearly defined policies for supervising the chief administrative officer of the school	Yes	ACSI Self Study 2.0 p. 1-8
Approve a school improvement plan and other long range plans for the school	Yes	ACSI Self Study 10.0 School Improvement Plan
Meet regularly to fulfill its duties and responsibilities	Yes	ACSI Self Study 2.0 p. 1-8

Curriculum Requirements

Compliant Documentation

Minimum school year of 180 student instructional days with a minimum of 6 hours of instruction for grades 7-12 or a minimum of 1,080 instructional hours each school year

173 FD 2 HD

Total Hours 1127.75

Yes

Curriculum consists of a structured set of learner outcomes in math, science, social studies, English language arts, and other areas congruent with the mission

Yes ACSI Self Study 5.0 p. 22-27

Curriculum Notebooks and online documentation

Curriculum evaluation is scheduled on a regular basis, adjusted to meet student needs, and communicated with parents

Yes

Curriculum Development Cycle

Textbook Review Cycle Curriculum Proposal Cycle

Student learning is assessed frequently through various techniques and progress is made to parents

Yes

ACSI Self Study 5.0 p. 18-22

ACSI Self Study 7.0 p. 8-9

The school has a media center that holds a balanced collection that meets the educational need of the students. All media and materials are classified by a commonly accepted system and the school budget supports the maintenance of the program

Yes

ACSI Self Study 6.0 p. 1-15

The school provides opportunities for parent Involvement and parent, staff, and student attitudes are assessed

Yes

ACSI Self Study 3.0 p. 1-16

The school complies with applicable state Yes emergency preparedness codes and state health testing codes

ACSI Self Study 8.0 p. 6-10 ACSI Self Study 7.0 p. 1-8

Safety Security Requirements	Safety & Security Regulations and Procedures Handbook				
The school makes necessary provisions for special education and limited English proficient students	Yes	ACSI Self Study 7.0 p. 9-17			
The school provides a variety of extracurricular activities	Yes	ACSI Self Study 7.0 p. 1-7			
All student applicants are admitted according to established written admission criteria and procedures	Yes	ACSI Self Study 2.0 p. 1-11			
The school has established a discipline policy, including written procedures for handling behavior	Yes	School Handbooks Student Code of Conduct			
Permanent cumulative records for each student are maintained, stored, and shared as appropriate	Yes	ACSI Self Study 7.0 p. 10-11			
<u>Personnel Requirements</u>	Com	oliant Documentation			
Teachers and professional staff members are appropriately licensed	Yes	ACSI Self Study 4.0 p. 1-27 with supporting documents			
The school employs an administrator who is appropriately licensed	Yes	ACSI Self Study 4.0			
The administrator is given adequate time for administrative duties and supervisory duties and is provided with clerical support. The administrator shares the school's mission with the governing body, staff, students, and parents	Yes	ACSI Self Study 4.0 p. 6-7			
Substitute teachers meet state requirements	Yes	ACSI Self Study 4.0 p. 5-6			
The school shall not employ a person who has had a teaching license revoked	Yes	ACSI Self Study 4.0			
		•			
The school has a regular evaluation of all professional staff members	Yes	ACSI Self Study 4.0 p. 17-25			

There is an intern process for beginning teachers	Yes	ACSI Self Study 4.0 p. 17-25
Established procedures for securing, recruiting, and releasing new teachers	Yes	ACSI Self Study 4.0 p. 3-4 ACSI Self Study 4.0 p.19-20
Personnel policies for all staff members	Yes	HCS Employee Handbook
<u>Facilities</u>	Com	pliant Documentation
The school's building, grounds, and equipment are adequate for the age and number of students and size and design of buildings are appropriate to meet program and personnel needs	Yes	ACSI Self Study 9.0 p. 1-27
There is a plan for regular maintenance of buildings, grounds, and equipment	Yes	ACSI Self Study 9.0 p. 1-27
The school meets applicable rules of fire prevention and building safety commission and applicable rules of the state board of health	Yes	ACSI Self Study 9.0 p. 1-27
Playgrounds and athletic fields are adequate in size and number and conducive to safe play	Yes	ACSI Self Study 9.0 p. 1-27
Performance at the expected level in:		
Student attendance rate		95.8%
High School graduation rate		96.3%
Math and Language Arts Proficiencies	See at	tached ISTEP documentation



A-F Accountability Report Card

2015 Combined School Model-Student Report

Heritage Christian School (C275) / Heritage Christian School (C275)

Overall Grade

- 4 Points (max. 4.0)

Summary Data-Elementary/Middle School

- 5.25 Points;

525 Students Enrolled Grades 3-8

English/Language Arts

5.5 Points

Math

5 Points

		1 - 1	English/La	nguage Arts				·				
		Bottom 25%		Overall		All Remaining	Performance	Bottom 25%	•	Overall		All Remaining
Numerator	438	56		92			419	61		67		399
Denominator	507	107	308	415	111	402	507	106	310	416	110	403
Percent	86.4%	52.3%	48.7%	22.2%	99.1%	99.3%	82.6%	57.5%	48.1%	16.1%	100,0%	99.0%
Grade Points	3.5	1	1	0	0	0	3	1	1	0	0	0

Summary Data - High School

A - 4 Points;

398 Students Enrolled Grades 9-12

English/Language Arts

4 Points x 0.20 (weig

(weighted multiplier)

Math

4 Points x 0.20 (weighted multiplier)

Graduation

4 Points x 0.30

(weighted multiplier)

College and Career Readiness

4 Points x 0.30

(weighted multiplier)

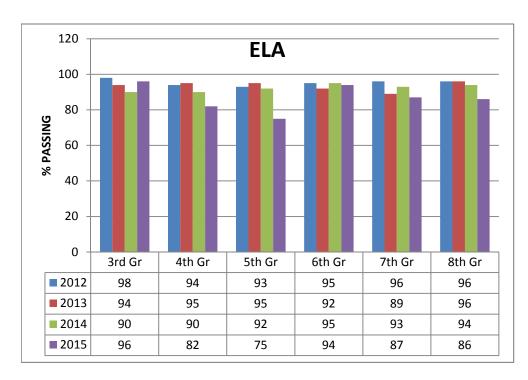
			Math			English/L	.anguage A	Graduation	College and Career		
				ECA Improvement	Performance	•	it 8th to 10th 10th Grade	ECA Improvement 10th Grade to	Graduated On Time	CCR Achievement	
Numerator	100	90	92		95	87	87		103	59	
Denominator	101	93	93		101	91	91		107	103	
Percent	99.0%	96.8%	98.9%	0.0%	94.1%	95.6%	95.6%	0.0%	96.3%	57.3%	
Grade Points	4	(Ò	0.00**	4	(0.00**	4	4	

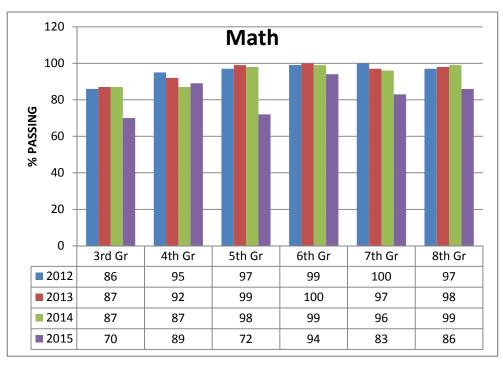
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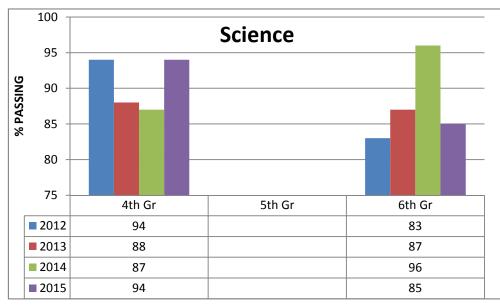
HERITAGE CHRISTIAN ISTEP Summary Scores 2012 - 2013 - 2014 - 2015

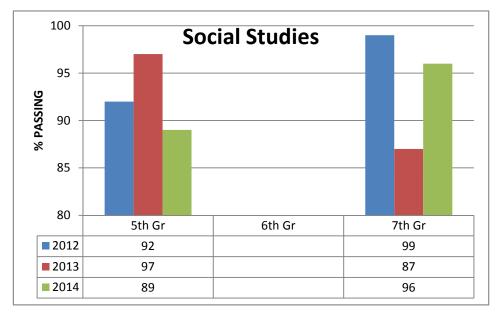
Grade Level	E/LA %				Math %			Science %				Social Studies %				
	2012	2013	2014	2015	2012	2013	2014	2015	2012	2013	2014	2015	2012	2013	2014	2015
3 rd Gr	98	94	90	96	86	87	87	70								
4 th Gr	94	95	90	82	95	92	87	89	94	88	87	94				
5 th Gr	93	95	92	75	97	99	98	72					92	97	89	Did not test
6 th Gr	95	92	95	94	99	100	99	94	83	87	96	85				
7 th Gr	96	89	93	87	100	97	96	83					99	87	96	Did not test
8 th Gr	96	96	94	86	97	98	99	86								
Total School Score	95	94	92	87	96	96	94	82	89	88	92	90	96	92	93	

HERITAGE CHRISTIAN ISTEP Summary Scores 2012 - 2013 - 2014 - 2015









Nonpublic School Recognition 511 IAC 6.1-9-1

Rule 9. Nonpublic School Recognition

511 IAC 6.1-9-1 Definitions
Authority: IC 20-19-2-8; IC 20-19-2-10
Affected: IC 20-19-2-10

Sec. 1.

- (a) The definitions in this section apply throughout this rule.
- (b) "Board" means the state board of education.
- (c) "Curriculum" means the formal and informal programs expected by those who accept the mission and the goals of the school. The term includes curricular and extracurricular activities, instruction, school climate, and student services.
- (d) "Department" means the department of education.
- (e) "Governing body" means the board or committee with the primary responsibility for policy development and supervision of the school.
- (f) "Mission statement" means a clear and concise explanation that reflects the shared vision of the constituents of the school community and is a commitment to ensure the preservation of the mission in the day-to-day operation of the school.
- (g) "Nonpublic school" means any school that is not maintained by a public school corporation. The term includes, but is not limited to, any private school or any parochial school.
- (h) "Recognized nonpublic school" means a nonpublic school that is determined to be in compliance with standards for the recognition of nonpublic schools under this rule.

(Indiana State Board of Education; 511 IAC 6.1-9-1; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1216; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-2 Nonpublic School Recognition System

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Sec. 2. A nonpublic school voluntarily may seek recognition under this rule.

(Indiana State Board of Education; 511 IAC 6.1-9-2 filed Feb 28, 1992, 5:00 p.m.: 15 IR 1216; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-3 Recognition

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Sec. 3. A nonpublic school must meet the following requirements to be recognized:

- (1) Compliance with the following standards:
 - (A) School mission requirements listed under section 7 of this rule.
 - (B) Governance requirements listed under section 8 of this rule.
 - (C) Curriculum requirements listed under section 9 of this rule.
 - (D) Personnel requirements listed under section 10 of this rule.
 - (E) Facility requirements listed under section 11 of this rule.
- (2) Performance at its expected level in the following areas:
 - (A) Student attendance rate.
 - (B) For high schools, graduation rate.
 - (C) ISTEP results.

Nonpublic School Recognition 511 IAC 6.1-9-1

- (D) Mathematics proficiencies.
- (E) Language arts proficiencies.

(Indiana State Board of Education; 511 IAC 6.1-9-3; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1216; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-4 Recognition Procedures

Authority: IC 20-19-2-8; IC 20-19-2-10 Affected: IC 20-19-2-10; IC 20-32-5

Sec. 4.

- (a) A nonpublic school seeking recognition must participate in the ISTEP testing program under IC 20-32-5 and 511 IAC 5-2. The school must inform the department of its intention to seek recognition on or before July 1 of the school year in which the school seeks recognition. A recognized nonpublic school seeking renewal of its recognition must notify the department of its intention to seek renewal on or before July 1 of the year preceding the expiration of its recognition.
- (b) The department shall inform each nonpublic school seeking recognition of its expected performance levels in the criteria under section 3(a)(2) of this rule [sic., section 3(2) of this rule].
- (c) A school's expected performance level in each of the criteria under section 3(2) of this rule shall be determined in a manner based on the computation under 511 IAC 6.1-1-5(b).
- (d) In lieu of participating in the ISTEP testing program, a nonpublic school may request that the board approve use of another test instrument to determine if the school has met its expected performance levels. The nonpublic school must validate the selected test and establish, to the satisfaction of the board, that the test and the minimum performance expectation are appropriate substitutes for ISTEP.
- (e) The department shall:
 - (1) collect from each school the information collected under 511 IAC 6.1-1-5(c);
 - (2) compare the information collected under subdivision (1) with the school's expected performance levels in the criteria under section 3(2) of this rule;
 - (3) collect from each school documentation verifying the school's compliance with the standards listed in sections 7 through 11 of this rule; and
 - (4) review the documentation under subdivision (3) to determine if the school has met all standards.
- (f) If the department determines that a school meets the recognition requirements under section 3 of this rule, the board shall accord the school recognized status.
- (g) Recognition is valid for five (5) years but may be revoked for cause under section 5 of this rule.

(Indiana State Board of Education; 511 IAC 6.1-9-4; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1217; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3307; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-5 Revocation Of Recognition

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Nonpublic School Recognition 511 IAC 6.1-9-1

Sec. 5. If the department determines that a recognized school no longer is in compliance with recognition requirements under this rule, the department may institute revocation proceedings before the board.

(Indiana State Board of Education; 511 IAC 6.1-9-5; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1217; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-6 Right Of Appeal

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Sec. 6. A decision of the department under this rule may be appealed to the board.

(Indiana State Board of Education; 511 IAC 6.1-9-6; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1217; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-7 School Mission

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Sec. 7.

- (a) The governing body shall adopt a written mission statement for the school.
- (b) The governing body shall ensure that the mission statement is:
 - (1) communicated effectively to staff, parents, students, and the governing body;
 - (2) operative in the school's practices, policies, and programs; and
 - (3) reviewed regularly and, when appropriate, revised.

(Indiana State Board of Education; 511 IAC 6.1-9-7; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1217; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-8 Governance

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Sec. 8.

- (a) The governing body shall adopt a written statement of its roles, duties, and responsibilities. The governing body review [sic.] the statement regularly.
- (b) In addition to other duties and responsibilities, the governing body has responsibility to do the following:
 - (1) Adopt and review regularly policies to guide the school's activities. The governing body shall incorporate the policies into a handbook and ensure that the handbook is given to each person who shares in the primary responsibility for policy development.
 - (2) Approve and review regularly the school's budget. The school's budget and financial records shall be maintained and reported in a format consistent with commonly accepted accounting standards.
 - (3) Adopt and follow clearly defined policies for supervising the chief administrative officer of the school.
 - (4) Approve a school improvement plan and other long-range plans for the school.
- (c) The governing body shall meet regularly to fulfill its duties and responsibilities.

(Indiana State Board of Education; 511 IAC 6.1-9-8; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1217; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

Indiana Department of Education Nonpublic School Recognition 511 IAC 6.1-9-1

511 IAC 6.1-9-9 Curriculum

Authority: IC 20-19-2-8; IC 20-19-2-10 Affected: IC 20-19-2-10

Sec. 9.

- (a) The minimum school year consists of one hundred eighty (180) student instructional days with a minimum of five (5) hours for grades 1 through 6 and six (6) hours for grades 7 through 12; or a minimum of nine hundred (900) instructional hours for grades 1 through 6 and one thousand eighty (1,080) instructional hours for grades 7 through 12 each school year.
- (b) The school's curriculum consists of a structured series of intended learner outcomes in math, science, social studies, English language arts, and other areas. The outcomes are congruent with the mission of the school. There is a curriculum planning process that includes a focus on what students actually learn. Each component of the curriculum consists of instructional goals, criterion referenced assessment, and materials.
- (c) Curriculum evaluation is scheduled on a regular basis to establish the congruence between mission and curriculum. The curriculum is structured and adjusted in order to address varied student needs. A basic description outlining the subjects to be taught and the contents of each subject area are a part of a policy manual and are shared with parents.
- (d) Student learning is assessed frequently through a variety of evaluation techniques for the purpose of diagnosis, remediation, and reporting. Teachers have high expectations for each student and demonstrate this through the methods of teaching they employ Standardized tests, as appropriate, are administered to each child on a regular basis, and there are procedures in place and in use that illustrate how test results are implemented in curriculum updating. Frequent reports of each student's progress are made to parents in written form and/or through conferences.
- (e) The school has a media center that holds a balanced collection of print materials, non-print materials, and teaching/learning equipment which is sufficient in quantity and quality to meet the educational needs of the students. All media and other library materials are classified and catalogued according to a commonly accepted system. The school budgets an appropriate amount of money each year to maintain an effective media program.
- (f) The school provides opportunities for parent involvement. Parents, students, and staff attitudes are assessed, and school climate assessment plans are made for growth in this area.
- (g) The school complies with applicable state emergency preparedness codes and with applicable state health testing codes.
- (h) The school makes necessary provisions concerning special education and limited English proficient students.
- (i) The school provides a variety of extracurricular activities which meet the needs and interests of the students and reflect the mission of the school. Each activity is carefully supervised by appropriately trained personnel.
- (j) All student applicants are admitted according to established written admission criteria and procedures. The school has an established discipline policy, including written procedures for handling behavior. Permanent cumulative records for each student are maintained, stored, and shared as appropriate and are handled according to applicable state and federal laws.

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(Indiana State Board of Education; 511 IAC 6.1-9-9; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1218; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-10 Personnel

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Sec. 10.

- (a) The school employs teachers and professional staff members, other than administrators, who:
 - (1) are appropriately licensed under 511 IAC 10; or
 - (2) hold a baccalaureate degree, enroll in an accredited teacher preparation program within one (1) year of employment, complete an accredited teacher preparation program, and establish licensure within five (5) years of employment, and thereafter maintain licensure.
- (b) The school employs an administrator who:
 - (1) is appropriately licensed under 511 IAC 10; or
 - (2) holds a baccalaureate degree, enrolls in an accredited master's degree program in school administration within one (1) year of employment, and completes an accredited master's degree program in school administration within five (5) years of employment; or
 - (3) holds a master's degree, enrolls in an accredited program in school administration within one (1) year of employment, and completes an accredited program in school administration within five (5) years of employment.
- (c) The school provides the administrator with adequate time for administrative duties and supervisory duties and provides the administrator with clerical support. The administrator shares the school's mission statement with the governing body, staff, students, and parents.
- (d) The school employs substitute teachers who meet the requirements for substitute teachers under 511 IAC 10.
- (e) The school shall not employ a person who has had a teaching license revoked by any state for immorality, misconduct in office, incompetency, or willful neglect of duty unless that license subsequently has been reinstated. The school shall not employ a person who has had a teaching license revoked by the state of Indiana for any reason unless that license subsequently has been reinstated.
- (f) The school has:
 - (1) a process for regular evaluation of all professional staff members;
 - (2) an orientation program for all new professional staff members;
 - (3) an intern process for beginning teachers;
 - (4) established procedures for securing, recruiting, and releasing new teachers; and
 - (5) personnel policies for all staff members.

(Indiana State Board of Education; 511 IAC 6.1-9-10; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1218; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-11 Facilities

Authority: IC 20-19-2-8; IC 20-19-2-10

Nonpublic School Recognition 511 IAC 6.1-9-1

Affected: IC 20-19-2-10

Sec. 11.

- (a) The school's buildings, grounds, and equipment are adequate for the age and number of students. The size and design of the building are appropriate to meet program and personnel needs.
- (b) The school has a plan for the regular maintenance of buildings, grounds, and equipment.
- (c) The school meets applicable rules of the fire prevention and building safety commission and applicable rules of the state board of health [sic., Indiana state department of health].
- (d) Playgrounds/athletic fields are adequate in size and number and conducive to safe play. (Indiana State Board of Education;

511 IAC 6.1-9-11; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1219; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)

511 IAC 6.1-9-12 Advisory Committee

Authority: IC 20-19-2-8; IC 20-19-2-10

Affected: IC 20-19-2-10

Sec. 12. The advisory committee on nonpublic schools is established to make recommendations to the board to assist the board in making decisions concerning nonpublic schools. The committee consists of seven (7) members, including the following:

- (1) Four (4) members who represent nonpublic schools.
- (2) The state superintendent, or the superintendent's designee, who shall act as chairman of the committee.

(Indiana State Board of Education; 511 IAC 6.1-9-12; filed Feb 28, 1992, 5:00 p.m.: 15 IR 1219; readopted filed Oct 12, 2001, 12:55 p.m.: 25 IR 937; readopted filed Nov 20, 2007, 11:36 a.m.: 20071219-IR-511070386RFA)